



PROGRAM DEVELOPMENT COMMITTEE
MEETING NOTICE/AGENDA

Posted at www.scdd.ca.gov

DATE: January 30, 2013

TIME: 1:00 PM – 3:00 PM

LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811
(916) 322-8481

TELECONFERENCE SITES:

Resources for Independent of Central Valley
220 N. Santa Fe Ste. 131
Visalia, CA 93292

The Tarjan Center
11075 Santa Monica Blvd., Ste. 200
Los Angeles, CA 90025

Pursuant to Government code Sections 11123.1 and 11125(f), individuals with *disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact Kristie Allensworth at (916) 322-8481 or email kristie.allensworth@scdd.ca.gov*
Requests must be received by 5:00 pm January 23, 2014.

AGENDA

- | | | |
|-----------|--------------------------------|-----------------|
| 1. | CALL TO ORDER | J. Lewis |
| 2. | ESTABLISHMENT OF QUORUM | J. Lewis |
| 3. | WELCOME/INTRODUCTIONS | J. Lewis |

4. APPROVAL OF NOV. 5, 2013 MINUTES

J. Lewis 3

5. PUBLIC COMMENTS

*This item is for members of the public only to provide an opportunity to comment and/or present information to the Council on matters **not** on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Council will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.*

6. RFP FOR AREA BOARD MINI-GRANTS

M. Polit 9

7. PRIORITY AREA OF STATEWIDE GRANT

M. Polit 32

8. PLANNING NEXT MEETING

J. Lewis

9. ADJOURNMENT

J. Lewis

For additional information regarding this agenda, please contact Kristie Allensworth,
1507 21st Street, Suite 210, Sacramento, CA 95811,
(916) 322-8481

DRAFT Program Development Committee

Meeting Minutes of November 5, 2013

Sacramento, California

Members Present

Jonathan Clarkson
Janelle Lewis (Chair)
Robin Hansen
Austin Taylor
Molly Kennedy
Rebecca Donabed

Members Absent

Carmela Garnica
Patty O'Brien

Others Present

Kristie Allensworth, Staff
Roberta Newton, Staff
Mark Polit, Staff
Susan Eastman, Area Board 11 Staff
Yvonne Klutz, Area Board 11
Kyle Minnis, Area Board 11
Michael Bird, Area Board 11
Lisa Stanton, Area Board 11
Buddy Schreiber, Area Board 11

1. Call to Order

Janelle Lewis, Chairperson, called the meeting to order at 1:01pm

2. Quorum

A quorum was established.

3. Welcome and Introductions

Those in attendance introduced themselves.

4. Public Comments

No public comments were presented.

5. Approval of minutes

Molly Kennedy moved and Jonathan Clarkson seconded to accept the September 5, 2013 PDC minutes.

MOTION TO ACCEPT: Molly Kennedy

SECONDED: Jonathan Clarkson

APPROVE: 5

OPPOSE: 0

ABSTAIN: 0

6. Recommendations for Area Board Mini Grants for Cycle 36

Area Boards 3, 11, 12, and 13 submitted recommendations for funding to the PDC. These proposals were distributed with the packet for member review.

Area Board 3

Johnson Media Consulting - Amount requested \$10,000

State Plan Goals - Housing

Project Summary - Extend access of people with disabilities to affordable accessible housing through a web service that will give them more overall choice, control, and flexibility in their housing accommodations. Four forums will be used to survey the needs of the target group and the current state of access to accessible housing. These forums will also serve as a way for us to test our service based upon the needs of the people that we are creating it for. Outcomes include over 2500 thousand hits on our website within the first 6 months and confirmation of at least 300 housing listings that accommodate physical or mental disabilities.

It was discussed that the creation of this website would fill a void. However, the committee was concerned that the proposal was not focused on people with developmental disabilities. It was suggested that Area Board 3 staff work with the grantee to ensure adequate outreach to the developmental disabilities community for the conduct of the forum. It was

Molly Kenned moved and **Rebecca Donabed** seconded to recommend to the Council funding of the proposal recommended by Area Boards 3 contingent upon a more detailed plan on how people with developmental disabilities would be included in the forums.

MOTION: <i>Molly Kennedy</i>	SECONDED: <i>Rebecca Donabed</i>	APPROVE: 6	OPPOSE: 0	ABSTAIN: 0
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This plan should be provided in time for the Council to review on November 14, 2013.

Area Board 11

NOCCCD School of Continuing Education - Amount requested \$9,970

Goal - Employment

Project Summary - Employ a Job Coach who provides individualized vocational instruction to 16 students who will experience real-life work experience in an inclusive environment. Each student works at a volunteer job two hours per week on the college campuses.

Many members of Area Board 11 spoke in favor of the grant proposal. The Committee sought clarification that these funds would not be used to supplant existing funding for the project. Area Board 11 stated that the funding would be used to expand the program.

Robin Hansen moved and **Jonathan Clarkson** seconded to recommend to the Council funding of the proposal recommended by Area Boards 11 pending written clarification from the applicant that the funds would be spent to expand the program.

MOTION: <i>Robin Hansen</i>	SECONDED: <i>Jonathan Clarkson</i>	APPROVE: 6	OPPOSE: 0	ABSTAIN: 0
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This written clarification should be provided in time for the Council to review on November 14, 2013.

Area Board 12

Get Safe - Amount requested \$10,000

Goal – Self- Advocacy

Project Summary - This project falls under Area Board 12's focus on creating more sustainable self-advocacy groups in the Inyo, Mono, San Bernardino and Riverside Counties. This training series will give self-advocates the tools needed to create and facilitate self-advocacy groups, as well mentoring skills that will ultimately allow them to live safer, healthier and more fulfilling lives while becoming leaders in their respective communities.

Jonathan Clarkson moved and **Molly Kennedy** seconded to recommend to the Council funding of the proposal recommended by Area Boards 12.

MOTION: <i>Jonathan Clarkson</i>	SECONDED: <i>Molly Kennedy</i>	APPROVE: 6	OPPOSE: 0	ABSTAIN: 0
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Area Board 13

Get Safe - Amount requested \$10,000

Goal – First responders learn how to help people with developmental disabilities.

Project Summary – Provide first responders with the tools necessary to identify prevent, and positively respond to the needs of persons with developmental disabilities through education, practical scenario role plays and advocacy. Provide six (6), 90-minute trainings for first responders, including local law enforcement, criminal justice professionals, local district attorney and public defenders, victim's rights advocates, hospital and city officials, parents and care providers, and other emergency response, and public safety agencies, between 01/1/2014 and 9/30/2014. Each training can accommodate up to 200 participants for a total of 1200 people directly served. A "train-the-trainer" model will be utilized under which participants will receive materials and tools that can then be used to train their respective agencies.

Jonathan Clarkson moved and **Robin Hansen** seconded to recommend to the Council funding of the proposal recommended by Area Board 13.

MOTION: <i>Jonathan Clarkson</i>	SECONDED: <i>Robin Hansen</i>	APPROVE: 5	OPPOSE: 0	ABSTAIN: 1 (<i>Molly Kennedy</i>)
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The PDC reviewed a communication from Area Board 6 requesting clarification and making recommendations on the process for communicating with an area board when the committee has concerns about a recommended grant and an appeals process. The Committee appreciated the suggestions from Area Board 6 and agreed to modify the review process as follows:

(1) Invite Area Board executive directors to attend the meeting when the PDC will be reviewing a recommended proposal. In this way the executive director could respond during the meeting to committee concerns and questions.

(2) Allow for an appeal of a PDC recommendation not to fund. The appeal would take place at the next PDC meeting.

7. Second Year Funding of Jay Nolan Grant

Mark Polit reviewed with the Committee the quarterly progress report for the period ending September 30, 2013. He noted that this reflects 2/3 of the first year grant. The training goals were far exceeded. The goals for number of participants and employment plans were lagging at this point, but the grantees were confident they would be very close to their goals, or meet their goals, by the end of the first year. The grantees were lagging significantly for actual placements (in jobs, internships, post-secondary, own business). He indicated that the grantees expected to achieve in the low to mid 30s of their goal of 43 placements.

Jonathan Clarkson asked for Mark Polit's staff recommendation. **Polit** recommended funding the second year of the grant. He indicated that some outcomes were lagging in part due to some staff turnover and the delay in the Council's awarding the grant, so that the start date was fairly late in the school year, and then summer vacation intervened. He also indicated that the grant was not just to get placements for 43 people, it was to demonstrate state-of-the-art practices in employment exploration and discovery and customized employment. The grantees presented to the Employment First Committee on these best practices. The EFC asked that these best practices be disseminated by the Council in its annual Employment First Report. The major aim of the project is to work with the two major California school districts, the local regional centers and the Department of Rehabilitation to incorporate these practices in their work. He stated that the early efforts of Jay Nolan and Easter Seals positions them well to accomplish those goals, which would largely take place in the second year of the grant.

Molly Kennedy sought clarification if there are adequate funds available for the second year of the grant. **Janelle Lewis** clarified that the Council had already set aside \$360,000 for this purpose, pending the recommendation from the PDC. **Mark Polit** stated that this grant is for Cycle 36, for the current fiscal year, and therefore already budgeted.

Molly Kennedy moved and **Robin Hansen** seconded to recommend to the Council to fund the second year of the Jay Nolan grant which is already budgeted.

MOTION: <i>Molly Kennedy</i>	SECONDED: <i>Robin Hansen</i>	APPROVE: 5	OPPOSE: 0	ABSTAIN: 0
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8. Process and Amount of Cycle 37 Area Board Mini Grants.

Robin Hansen moved and **Molly Kennedy** seconded to:

(1) Recommend to the Administrative Committee that Cycle 37 Area Board mini-grants be funded at the level of \$15,000 to \$20,000 per year, depending on availability of funding.

(2) Recommend to the Council that Area Boards be authorized to select those State Plan goals that are most relevant for their local areas.

MOTION: <i>Robin Hansen</i>	SECONDED: <i>Molly Kennedy</i>	APPROVE: 5	OPPOSE: 0	ABSTAIN: 0
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9. Limit on Administrative Overheads.

Robin Hansen moved and **Rebecca Donabed** seconded to recommend that the Council limit indirect costs in program development grants to a maximum of 15% of the grant total, as defined:

Direct costs are those that are specifically spent to carry out the grant, such as compensation of employees for the time devoted and identified specifically to the performance of the grant; cost of materials acquired, consumed, or expended specifically for the purpose of the grant; and travel expenses incurred specifically to carry out the grant award.

Indirect costs are items associated with general infrastructure support, such as general administration, facilities, equipment, operations, office supplies, and maintenance.

MOTION: <i>Robin Hansen</i>	SECONDED: <i>Rebecca Donabed</i>	APPROVE: 5	OPPOSE: 0	ABSTAIN: 0
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9. 2014 Calendar

Meeting times for 2014 were set for January 30, 1-3 PM; April 8, 1-3 PM; and June 17, 1-5 PM.

8. Adjournment

The meeting was adjourned at 2:32 PM by Chairperson Lewis.

AGENDA ITEM DETAIL SHEET
Agenda Item 6
RFP FOR AREA BOARD MINI GRANTS

ISSUE: Review Draft RFP for Cycle 37 Area Board Mini Grants

SUMMARY: The PDC will review the RFP for the Area Board Mini Grants for Cycle 37, federal fiscal year from October 1, 2014 to September 30, 2015.

COUNCIL STRATEGIC PLAN GOALS/OBJECTIVES: N/A

PRIOR COUNCIL ACTIVITY: N/A

BACKGROUND: This RFP is very similar to the one used last year for the mini-grants. To make these RFPs consistent with other Council RFPs, sections were added for "Other Terms and Conditions" and "Restrictions on Outside Employment of State Employees". Otherwise, changes are largely clarifications of forms, formatting and date changes.

ANALYSIS/DISCUSSION: The Committee may want to review the criteria for evaluation. It is the same as was used last year.

STAFF RECOMMENDATION(S): N/A

ATTACHMENT(S): (1) Timeline for Cycle 37 and (1) draft RFP for Cycle 37 Area Board Mini Grants.

PREPARED: Mark Polit, January 16, 2014

CYCLE 37 TIMELINE

STATEWIDE RFP

- (1) January 30, 2014 (and February if needed), the PDC works with the State Plan Committee (if it is formed then) or perhaps an expanded PDC to (a) set priorities for funding for the state wide RFP and (b) recommend dollar value for the grant.
- (2) **March 20, 2014**, Council reviews and approves focus and dollar value of statewide RFP.
- (3) Staff develop RFP for statewide grant and recommends review process
- (4) April 8, 2014 PDC reviews and approves the statewide RFP and planned review process.
- (5) April 15 statewide RFPs announced
- (6) June 1 Proposal deadline statewide
- (7) Staff ranks and summarizes statewide proposals
- (8) June 17, 2014, PDC meets to review proposals and make funding recommendation
- (9) **July 2014**, Council approves recommendation
- (10) Public Notice, protest period, award notification
- (11) Early September contract approved by Department of General Services
- (12) **October 1, 2014**, grant start

AREA BOARD MINI-GRANTS

- (1) **November 5, 2013**, PDC recommends to Council that Area Boards select state Plan goal as priority for their areas and recommends to Administration Committee size of mini-grants.
- (2) **November 14, 2013**, Council approves that Area Boards select State Plan goal.
- (3) Staff prepares RFP for PDC review
- (4) January 30, 2014, PDC reviews draft RFP.
- (5) January-March, 2014, Area Boards meet to choose State Plan goal(s) to fund in Cycle 37 mini-grants.
- (6) Admin Committee makes recommendation to Council on dollar value of mini-grants.
- (7) **March 20, 2014**, Council approves RFP and dollar value of mini-grants
- (8) **March 21, 2014**, Area Boards send out RFP.
- (9) **May 5, 2014**, proposals due.
- (10) May 6 – June 26 Area Boards make recommendation to PDC
- (11) Early July, 2014, PDC reviews recommendations
- (12) **July, 2014**, Council approves recommendations..
- (13) Public Notice, protest period, award.
- (14) **October 1, 2014**, grants start.



**Program Development Grant
Request for Proposal
Application and Instructions
Federal Fiscal Year
2014-15**

Cycle 37

**Deadline:
MAY 5, 2014**

No faxes or emails will be accepted

**The application packet is available at:
www.scdd.ca.gov**

**If you would like to have a hard copy mailed to you or if you have any
questions regarding the grant process:**

Please call (INSERT AREA BOARD OFFICE #)

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INTRODUCTION

The California State Council on Developmental Disabilities (SCDD), administers grants to community-based organizations to fund new and innovative projects. All projects are required to address one or more of the goals and objectives in the California State Plan on Developmental Disabilities (State Plan) and improve and enhance services for Californians with developmental disabilities and their families. Program Development Grants (PDG) provide funding for new approaches to addressing the needs of Californians with developmental disabilities that are part of an overall strategy for systemic change. Each area board selects one or more specific goals and/or objectives from the State Plan and seeks proposals that contribute to the implementation of the Plan.

Pursuant to the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402), SCDD has allocated \$10,000 per area board for local projects to be awarded in Cycle 37.

Federal and State Law

The SCDD is a California state agency established by federal and state law. Pursuant to the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (Public Law 106-402), SCDD is to develop and implement a State Plan to support advocacy, capacity building, and systemic change activities that are consistent with promoting a consumer and family-based system of services and supports. The goal of the federal law is to enable individuals with developmental disabilities to achieve self-determination, independence, productivity, and community integration and inclusion.

The Lanterman Developmental Disabilities Services Act (Welfare and Institutions Code, section 4540 et.seq) directs SCDD to conduct activities related to meeting the objectives of the Plan, including activities to demonstrate new approaches to serving individuals with developmental disabilities and their families that are part of an overall strategy for systemic change.

Program Development Grant (PDG)

The PDG is one vehicle used by the Council to meet both the federal and state mandates. PDG projects are the primary method of providing resources to initiate new and innovative services and supports for Californians with developmental disabilities and their families.

Grants are awarded on a federal fiscal year cycle, consistent with the goals and objectives outlined in the SCDD State Plan. While the grants provide for immediate funding leading to the creation or expansion of services, applicants are expected to secure ongoing funding for sustainability of the work proposed.

Grants awarded through this Request for Proposal (RFP) will be administered through the Council's local area board offices. During the PDG process, the area board is to: (1) ensure that all proposals are fairly and consistently reviewed and evaluated; (2) comply with State and Federal laws and policies; (3) provide assistance to applicants; and (4) recommend awarding grants to the highest ranked proposal(s) based on available funding.

THE SCDD STATE PLAN (STATE PLAN)

The State Plan defines critical, current, and emerging issues facing Californians with developmental disabilities and their families. The State Plan is developed with extensive community input from stakeholders throughout California. The State Plan also provides information to the Federal Administration on Developmental Disabilities on how the Council will invest its resources. The State Plan can be accessed on the SCDD web site: <http://www.scdd.ca.gov/stateplan.htm>

PDG APPLICATION REQUIREMENTS AND TIMELINE

1. Proposals must include measurable identifiable outcomes.
2. The application must be complete and meet all of the requirements set forth in this Request for Proposal.
3. Applicants are responsible for providing accurate, current, and complete information about their organization and proposed project.
4. The final decision regarding selection of proposals to be funded is the responsibility of the State Council on Developmental Disabilities.

5. Timelines

Application Deadline	MAY 5, 2014
Public Notice of Selection of Awardee	July ??, 2014
Protest Period	July ??,- ??, 2014
*Award Notification	July ??, 2014
Anticipated Funding of Approved Proposals	October 1, 2014
Completion of Project	September 30, 2015
<i>*Pending successful completion of the protest period</i>	

6. Any proposals received after **May 5, 2014** regardless of the postmarked date will be returned to the applicant.
7. The area board will not accept faxed or e-mailed documents pertaining to the application process.
8. A complete application, including all the required documentation must be received by 5:00 p.m. on **May 5, 2014** at:

Area Board ##

Address

Address

9. Prior to posting the "Notice of Intent to Award Contracts" and during the protest period all proposals will be designated confidential. After the protest period ends, all proposals received are a matter public record.

FUNDING OF PROJECTS

Funding of projects is contingent on receipt of federal funds. After the announcement of a grant award, changes in the level of federal allocation to California could result in the reduction of funds or withdrawal of some or all funded proposals.

The Council assumes no responsibility for costs incurred by the applicant for the development or submission of a proposal.

The Council may reduce the level of funding requested in a proposal. If the requested amount is proposed to be reduced, the applicant will be asked if they want to proceed with the process. If the applicant wishes to proceed, a revised budget will be required to be submitted with the revised funding request.

Successful applicants will submit all invoices in arrears. Applicants must be financially capable of supporting the project until such time as invoices are submitted and reimbursement is received.

Successful applicants must complete quarterly reporting and invoice packets which must contain receipts for each expense/line item claimed this includes but is not limited to: records of salaries paid, travel, conference fees and hotel accommodations as well as proof of overhead costs and indirect expenses. Reimbursement of expenses will only be made for expenses associated with a line item of the approved budget and has the proper supporting documentation.

CONTENTS OF APPLICATION PACKAGE

Proposals for AB ##

Must address the following Goals and/or Objectives of the State Plan

- **Goal # State the goal or objective here)**
- **Goal #**
- **Goal #**

Proposals must be submitted in accordance with these instructions, using the application forms available on your area board's webpage located at www.scdd.ca.gov or utilize the hard copies attached to these instructions.

Completed applications must include the following elements:

1. Cover Letter – The cover letter to the proposal must include:

- A one paragraph description of the project

- Assurance that the applicant is financially capable of supporting the project until such time as the invoices are submitted and reimbursement is received.
- The applicant must indicate the following: "We have carefully read and understand all the provisions in this RFP and agree to be bound by them. We fully read and reviewed the terms and conditions as stated in the State Contracting Requirements, attached to the RFP, and, that by submitting a response understands that this document represents the agreement that we will be expected to execute if we are successfully awarded a Cycle 37 CPDG from the SCDD." No deviations or exceptions to this statement shall be accepted or permitted.

2. Project Data Sheet (Form available online and attached to this RFP)

Applicant Information

- **Project Number** -Leave blank (assigned by area board)
- **Project Name**- Provide a short descriptive name for the proposed project (55 character limit)
- **Organization Name**- Applicant's legal name
- **Organization Website** - If applicable, provide the applicant's website address
- **Organization Address** - Street and floor or suite number
- **Organization City/State** - City and State
- **Organization Zip Code** - five or nine digit zip code
- **Taxpayer ID Number**- Provide taxpayer identification number (TIN)
- **Project Period**- Month/Day/Year. Use numbers. (i.e., XX/XX/XXXX)

Project Information

- **Type of Applicant**-Select the type of applicant from the pull down menu (i.e., Non-profit, School District, County, etc.) Select only one. Partnerships/collaborations must choose one organization as the primary applicant.
- **Type of Project**- Leave blank (Assigned by area board)

Project Funding

- **Total project costs** - must equal the total of "SCDD grant funds" plus "applicant matching funds." The federal government is requiring matching funds on all grants awarded by the Council/area board. A match of 25% is required for Non-Poverty areas and a 10% match is required for services that will be provided in poverty areas. The match may be in-kind funding. Indirect costs cannot exceed 15%.
- **Grant Type**- Select Poverty or Non-Poverty from the pull down menu. The U.S. Census Bureau provides information on the percent of persons in poverty by state and county. Go to www.census.gov/. In the "People" section, click on "Poverty". Click on "Small Area Income and Poverty Estimates" to access the state and county data.

Contact Information- List the appropriate individuals with whom the area board will communicate for the indicated purposes. Use the check box to auto-fill repetitive information for a contact. The auto-fill information can be over written if necessary (i.e. email addresses).

Signatory Authority- Identify the organization Director (CEO or equivalent) who can legally enter into a contractual agreement on behalf of the applicant.

3. Project Narrative (Form available online and attached to this RFP)

The proposal must include a project narrative that includes the following sections and contents as described below. Do not exceed eight (8) pages.

Abstract- Provide a one paragraph abstract that clearly states the project goal, the major activities of the project and the impact it will have on people with developmental disabilities.

Qualifications• Describe your organization's qualifications to implement the proposed project, including your experience working with people with developmental disabilities.

Collaboration- Identify any organizations that will be collaborating on the project, and provide a brief description of their respective roles.

Methodology-

- Provide a detailed narrative about the project, including information on the methodology to be used and an overview of project activities.
- Explain how the proposed project is consistent with the Council's mission.
- State who the target population is and why it is being targeted.
- If applicable, describe how the project benefits individuals from underserved communities and addresses cultural diversity.
- Specify if the project targets individuals in a federally identified poverty area(s).
- Describe the role of people with developmental disabilities in the project.
- Provide a brief description of project functions for each staff and any subcontractors identified for the project.

Outcomes & Evaluation-

- Describe the major expected outcomes of the project, and how successful completion of the project will impact people with developmental disabilities.
- Describe how you will evaluate the outcomes of the project
- Specify the expected number of people to be served by this project by the following categories:
 - Number of individuals with a developmental disability
 - Number of family members
 - Number of other individuals
 - Describe how activities will continue after the grant is completed.

4. **Budget Detail Worksheet (Form available online and attached to this RFP)**

Develop a line item budget for the project, using the Budget Detail Worksheet included in this RFP. Include the names or position titles for each staff person to be paid from the project budget, as identified on the Organization Chart (see Item 5.b. below). Specify the total project costs for each line item,,, description of expenses, and the expense charged to SCDD/area board funds. Grant recipients are not required to provide a non-federal match, but they are encouraged to do so. If your organization is providing a match, identify the expenses under the Matching Funds column and identify the source of those funds.

5. **The Following Attachments Are Required:**

- **Continuation of funding letter(s)** or verification. When possible, include a letter documenting the availability of funding for continuation of the project after the period of the grant.
- **Organizational Chart** - Provide an organizational chart for the proposal proposed project only, including sub-contractors where applicable. The organization chart must include a list of the names and position titles of the personnel staff and sub-contractors listed on the Budget Worksheet. The organizational chart does not need to include the entire agency or institution.
- **Personnel Information** - For each staff person employed by the project, including those identified on the Budget Detail Worksheet, provide Curricula Vitae/Resume, Duty Statement, and any applicable current Licenses and Credentials. If staff has not been hired, provide position descriptions.
- **Previous Grants/Awards** – List all grants/awards received from any entity during the last two years that benefit individuals with developmental disabilities. Include the name of the project, the funding source, contact person, telephone number, and the amount of the grant/award.
- **Payee Data Record** (Form available online and attached to this RFP)
- **Three (3) Letters of Support** - A minimum of three letters of support from three different entities is required. Applicants are urged to obtain letters of support from any collaborators that will be working on the project. Each letter must include the company/individual's name, address and contact person with the telephone number. At least one letter of support must be from an entity with recognized expertise in the area identified in the proposal. The letters should address (1) familiarity with the applicant and (2) the need for services outlined in the proposal. Letters of support received from entities and/or individuals that will financially benefit from the funding of this project will not be counted toward the required three letters of support. Council members, including state department appointees and employees of the Council or area board are ineligible to write letters of support.
- **Proposal Checklist** (Form available online and attached to this RFP)

Applicants must complete the attached Proposal Checklist to help ensure that all required items are included.

ESSENTIAL CRITERIA FOR ALL PROPOSALS

- a. Proposals submitted must meet one or more of the State Plan goals and/or objectives identified by the area board in this RFP (See page 5).
- b. Proposals submitted must serve individuals who meet the federal and state definition of developmental disabilities.
- c. Proposals submitted must be consistent with all applicable federal, state, and local government laws and regulations.
- d. Proposals must be complete, including all required attachments.

PROGRAM EVALUATION AND SELECTION PROCESS

1. Overall Proposal Evaluation

Each eligible proposal will be scored as follows. A maximum of 100 points may be awarded by each member of the Area Board Grant Committee.

2. Criteria for Proposal Evaluation

25 pts. – The extent to which the proposal advances the state plan's goals and/or objectives. Measurable outcomes are identified and clearly defined.

25 pts. - The proposal describes the types of services/supports to be provided, using sound methodology that can achieve the outcomes identified in the proposal.

10 pts. - The applicant demonstrates the experience, knowledge, and ability to accomplish what is being proposed.

15 pts. - The proposed budget is reasonable and appropriate for accomplishing the identified program objectives and for reaching the target audience(s).

15 pts. - The proposal includes an appropriate method to determine if the project achieves the outcomes identified in the proposal..

10 pts. - The proposal outlines how it will address/impact underserved communities and cultural diversity. The target audience(s) is clearly delineated and is appropriate to the proposal.

ALLOWABLE AND NON-ALLOWABLE PDG GRANT COSTS

The purpose of the PDG program is to provide resources necessary to initiate new services/supports that are creative, needed and innovative for people with developmental disabilities and their families. These funds may not be used to purchase goods or services for which another funding source is available, or to supplant existing funding. Proposal budgets should include all necessary expenses for the applicant to complete their project.

Each line item in the budget will be reviewed to determine whether it is allowable and reasonable. The Council reserves the right to request a revised budget. The following list contains examples of allowable and non-allowable PDG contract expenditures.

1. Funds cannot be used to purchase real property.
2. Funds cannot be used to purchase childcare vouchers.
3. Funds may be used to modify facilities to meet fire and life safety requirements of the fire marshal and/or the licensing agency. The applicant will be required to submit three bids for any facility
4. Rent for an office and/or facility is a reimbursable expense, as long as staff funded through the grant is working at or from the office/facility. The rent should not exceed the rental rates for an equivalent size facility in the geographical area.
5. Equipment may be leased; however, it may not be leased with an option to purchase. The contractor shall provide area board with copies of agreements for equipment leased during the contract period.
6. Examples of equipment that may not be purchased or purchased only with prior approval include:
 - a. Motor vehicles may not be purchased.
 - b. Computers may only be purchased with prior approval from the area board.
 - c. Copy machines may not be purchased. However, they may be leased during the contract period.
 - d. Any equipment item that is attached to a facility or vehicle, which cannot be removed in usable condition from the facility or vehicle.
7. Funds cannot be used for modifications that are solely aesthetic in nature or are not necessary to meet fire and life safety requirements.
8. Any reimbursement for necessary travel expenses and per diem shall be at rates set in accordance with allowable state guidelines and per diem and mileage rates. Travel outside the State of California shall not be reimbursed.
9. Funds shall not be used to purchase food for participants at PDG sponsored conferences, trainings, seminars or workshops.
10. Costs related to disseminating information about project outcomes can only be included in the funding request if this expense is to be incurred during the term of the contract period.
11. No staff person can be committed to more than 100% of that person's time. The area board reserves the right to verify and determine reasonableness of staff time committed to other jobs/projects.
12. Funds may be used to secure insurance coverage that to assure that prior to the contract approval, Contractor, other than a self-insured public entity, can furnish to the area board Certificate(s) of Insurance stating that there is liability insurance

presently in effect covering all of Contract's activities under this contract as appropriate of not less than \$500,000 per occurrence.

As a general rule, it can be assumed that equipment with a value under \$500 will be amortized and no longer property of the State after three years. For purposes of PDG, equipment item costs must be considered in terms of the end usable product, e.g., a bed is considered the sum of the cost of the mattress, box springs and frame. Applicants should contact the area board concerning items over \$500. All equipment will be inventoried and be issued a state identification tag identifying each as the property of the State until such time as it is released by the State.

NOTICE of INTENT TO AWARD CONTRACTS AND PROTESTS

Each Area Board's recommendations for grant awards will be presented to the Program Development Committee (PDC) for consideration at its September meeting. A final decision to award contracts will be made by the State Council on Developmental Disabilities (SCDD) at its July ??, 2014 meeting.

A written protest may be filed with the Chairperson of the SCDD during the period July ??-??, 2014. The protest letter must be received at the SCDD office before 5:00 p.m. on July ??, 2014.

The written protest must outline specifically what the applicant is protesting and why the protest is being filed. Protests are limited to those instances where the area board did not follow the guidelines for accepting and evaluating the proposal. The decision of the SCDD Chairperson shall be final.

Pending successful completing of the protest period, a "Notice of Intent to Award Contract" will be posted July ??, 2014 at www.scdd.ca.gov and at the local area board office.

OTHER TERMS AND CONDITIONS

Patents and Copyrights:

The contractor agrees that any and all products or any other object or deliverable produced under this contract are the property of SCDD. Reproduction of these products, objects, or deliverables cannot be made without the express written approval of SCDD. Credit for these deliverables will be acknowledged as follows: "This Product was made possible by funding from the California State Council on Developmental Disabilities awarded to (insert provider's name) Copyright California State Council on Developmental Disabilities. All Rights Reserved." Anything produced pursuant to this contract that may be patented or copyrighted is the sole property of SCDD whether or not a patent or copyright is applied for or received by any other party or person.

Termination of Contract

The contract may be terminated with or/without cause by SCDD or the contractor, upon providing a 30-day written notice to the other party. If the contract is terminated prior to completion any/all equipment purchased through this contract will be returned to SCDD.

Subcontractors

If contractor proposes to subcontract, any services required under this contract, the contractor shall submit any such proposal/MOU/contracts to the Contract Manager for review and written approval prior to initiation of the work by the subcontractor. Notwithstanding any subcontracting permitted by SCDD, the contractor shall be solely liable for any failure of performance required by this contract. All subcontractors shall be required by contractor to meet or exceed any and all provisions of this contract.

Insurance Requirements

Prior to the contract approval, the contractor, other than a self-insured public entity, shall furnish to SCDD, Certificate(s) of Insurance stating that there is liability insurance presently in effect covering all of contract's activities under this contract as appropriate of not less than \$1,000,000 per occurrence. The Certificate of Insurance will provide that:

The insurer will not cancel the insured's coverage without thirty-day (30) prior written notice to SCDD. SCDD, the Federal Administration on Developmental Disabilities, its officers, employees, and agents are included as additional named insureds, but only insofar as the operations under this contract are concerned.

Contractor agrees that the liability insurance herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, the contractor agrees to provide at least thirty (30) days prior to said expiration date a new Certificate of Insurance evidencing insurance coverage as provided herein for not less than one (1) year. In the event the contractor fails to keep in effect at all times insurance coverage as herein provided, SCDD may, in addition to any other remedies it may have, terminate this contract upon the occurrence of such event. The contractor expressly agrees that it shall carry all other forms of insurance as appropriate to its operations or as required by law, such as but not limited to Workers' Compensation Insurance.

Reporting Requirements

Contractor shall agree to the following reporting requirements:

Submission of written monthly or quarterly progress reports. These reports shall include, but not be limited to: whether the project is on schedule, address issues related to project operations and supervision, and afford opportunities for airing difficulties or special

problems encountered so that remedies can be developed quickly. SCDD reserves the right to withhold payment on invoices submitted until an acceptable report is received;

Submission of a written final report in a format and manner prescribed by SCDD, within 45 days after contract completion or termination. This final report shall include but not be limited to an electronic copy and a camera-ready or master copy of any materials developed in the performance of this contract. and the final report shall be comprehensive and include problems and solutions encountered during the contract term; and submission of other reports as may be required by SCDD.

Project Change

Contractor shall immediately notify SCDD when any part of the contract becomes inoperative or requires change(s). Contractor may submit a written request to SCDD for a change(s) in the project, but shall not implement any changes prior to written SCDD approval in accordance with this contract, state laws, federal laws, policies, and procedures including the approval of the Department of General Services if required. Such request shall include, but not be limited to, a complete justification and description of how the change(s) will affect the program as outlined in the contract and the intended outcomes. SCDD reserves the right to deny any such request for change(s). Under no circumstances can the budget changes exceed the total amount of the contract authorized by SCDD.

Project Evaluation

Evaluation of the project shall be in accordance with procedures established by SCDD.

Software Certification

If applicable, Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

RESTRICTIONS ON OUTSIDE EMPLOYMENT OF STATE EMPLOYEES

Current State Employees

No officer or employee in the state civil service or other appointed state official shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or in which the officer or employee has a financial interest and which is sponsored and/or funded by any state agency or department through or by a state contract unless the employment, activity, or enterprise is required as a condition of other officer's or employee's regular state employment. No officer or employee in the state civil service shall contract on his or her own individual behalf as an independent contractor with any state agency to provide services or goods. (Public Contract Code 10411)

Former State Employees

No retired, dismissed, separated, or formerly employed person of any state agency or department employed under the state civil service or otherwise appointed to serve in state government may enter into a contract in which he or she is engaged in any of the negotiations, transactions, planning, arrangements, or any part of decision-making relevant to the contract while employed in any capacity by any state agency or department. The prohibition of this subdivision shall apply to a person only during the two-year period beginning on the date the person left state employment.

For a period of 12 months following the date of his or her retirement, dismissal, or separation from state service, no person employed under state civil service or otherwise appointed to serve in state government may enter into a contract with any state agency, if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her retirement, dismissal, or separation. The prohibition of this subdivision shall not apply to a contract requiring the person's services as an expert witness in a civil case or to a contract for the continuation of an attorney's services on a matter he or she was involved with prior to leaving state service. (Public Contract Code 10411)

Conflict with Present State Employees

A state officer or employee shall not engage in any employment, activity, or enterprise which is clearly inconsistent, incompatible, in conflict with, or inimical to his or her duties as a state officer or employee. (Government Code 19990)

Instructions for Completing Individual Application Forms

Instructions for Project Data Sheet

If the form is closed without all the required fields completed an error warning will alert you that certain fields need to be completed. The form can be saved and closed and re-opened at a later period to complete the required information.

1. Applicant Information

- Project Number – Leave blank (assigned by area board)
- Project Name – Provide a short descriptive name for the proposed project (55 character limit)
- Organization Name – Applicant's legal name
- Organization Website – If applicable, provide the applicant's website address
- Organization Address – Street and floor or suite number
- Organization City/State – City and State
- Organization Zip Code – five or nine digit zip code
- Taxpayer ID Number – Provide taxpayer identification number (TIN)
- Project Period – Month/Day/Year. Use numbers. (i.e., XX/XX/XXXX)

2. Project Information

- Type of Applicant – Select the type of applicant from the pull down menu (i.e., Non-profit, School District, County, etc.) Select only one. *Partnerships/collaborations must choose one organization as the primary applicant.*
- Type of Project – Leave blank (Assigned by area board)

3. Project Funding – The “total project costs” must equal the total of “SCDD grant funds” plus “applicant matching funds.” The federal government is requiring matching funds on all grants awarded by the Council/area board. A match of 25% is required for Non-Poverty areas and a 10% match is required for services that will be provided in poverty areas. The match may be in-kind funding.

- Grant Type – Select Poverty or Non-Poverty from the pull down menu. The U.S. Census Bureau provides information on the percent of persons in poverty by state and county. Go to www.census.gov/. In the “People” section, click on “Poverty”. Click on “Small Area Income and Poverty Estimates” to access the state and county data.

4. Contact Information – List the appropriate individuals with whom the area board will communicate for the indicated purposes. Use the check box to auto-fill repetitive information for a contact. The auto-fill information can be over written if necessary (i.e. email addresses).

5. Signatory Authority – Identify the organization Director (CEO or equivalent) who can legally enter into a contractual agreement on behalf of the applicant.

Instructions for Project Narrative

Applicants will provide the narrative description of their proposed projects using the Project Narrative outline. Respond to all the components as indicated. Do not exceed eight (8) pages.

1. Abstract

- Provide a one paragraph abstract that clearly states the project goal, the major activities of the project and the impact it will have on people with developmental disabilities.

2. Qualifications

- Describe your organization's qualifications to implement the proposed project, including your experience working with people with developmental disabilities.
- Identify any organizations that will be collaborating on the project, and provide a brief description of their role.

3. Methodology

- Provide a detailed narrative about the project, including information on the methodology to be used and an overview of project activities.
- Explain how the proposed project is consistent with the Council's mission.
- State who the target population is and why it is being targeted.
- Specify if the project targets individuals in a federally identified poverty area(s).
- Describe the role of people with developmental disabilities in the project.
- Provide a brief description of project functions for each staff and any subcontractors identified for the project.

4. Outcomes & Evaluation

- Describe the major expected outcomes of the project, and how successful completion of the project will impact people with developmental disabilities.
- Describe how you will evaluate the outcomes of the project
- Specify the expected number of people to be served by this project by the following categories:
 - Number of individuals with a developmental disability
 - Number of family members
 - Number of other individuals
- Describe how activities will continue after the project is completed.

Instructions for Project Budget Plan

Develop a line item budget for the project. For each itemized category, specify the total project costs, description of expense, and the expense charged to SCDD/area board funds. A line item expense under a category must include a description of the line item expense. Grant recipients are not required to provide a non-federal match, but they are encouraged to do so. If your organization is providing a match, identify the expenses under the Matching Funds column and identify the source of those funds.

1. Project Information

- Project Number – Leave blank (assigned by area board)
- Project Name – Must be identical to the project name on the Project Data Sheet and Project Narrative.

Attachments

Include Attachments 1 –5:

1. Continuation of Funding Verification
2. Letters of Support
3. Organizational Chart
4. Duty Statements/CV
5. Previous Grants

Proposal Checklist

Program Development Grant Request for Proposal Federal Fiscal Year 2014/15 - Cycle 37

In completing this form, the proposer acknowledges that the following items are Included in the proposal, in accordance with the instructions provided in the RFP. This checklist should be included with the proposal package.

Check box below to indicate inclusion in proposal

- ☐ Cover Letter
- ☐ Project Data Sheet
- ☐ Project Narrative (not to exceed 8 pages)
- ☐ Budget Detail Worksheet (including description of identified expenses)
- ☐ Continuation of Funding Letter, if applicable.
- ☐ Organization Chart
- ☐ Curricula Vitae/Resumes and position descriptions, as applicable
- ☐ List of Previous Grants/Awards
- ☐ Payee Data Record Form
- ☐ (3) Letters of Support
- ☐ Proposal Checklist

PROJECT DATA SHEET

1. Applicant Information

Project Number: <i>(Assigned by Council)</i>		
Application Number: <i>(Assigned by Council)</i>		
Project Name <i>(55 characters):</i>		
Organization Name:		
Organization Website:		
Organization Address:		
Organization City/State:		
Organization Zip Code:		
Taxpayer ID Number:		
Project Period: <i>(Month /Day/Year)</i>	Start Date	End Date
Council Member: <i>(Assigned by Council)</i>		
Council Staff: <i>(Assigned by Council)</i>		

2. Project Information

(Choices are: Non-profit, School District, County, Government Corporation, Tribal Government, For-profit, City / Town, State, Special or Regional Authority, State P & A Agency, University Center, or Other)

Type of Applicant:	
Type of Project: <i>(Assigned by Council)</i>	

3. Project Funding Formula

TOTAL PROJECT COSTS	COUNCIL FUNDS	APPLICANT MATCHING FUNDS
	Amount: \$0.00 Percentage:	Amount:\$0.00 Percentage:
Grant Type (Poverty or Non-Poverty)		

4. Contact Information:

Name of Project Director :	
Title:	
Telephone:	
Fax:	
Email:	

☐ Check if Same as Project Director

Name of Financial Officer :	
Title:	
Telephone:	
Fax:	
Email:	

5. Signatory Authority:

☐ Check if same as Project Director

Name of Organization Director :	
Title:	
Telephone:	
Fax:	
Email:	
Date:	

Project Outline

1. Provide a one paragraph abstract that clearly states the goal and major activities of the proposed project and the impact it will have on people with developmental disabilities.
2. Describe your organization's qualifications to implement the proposed project.
3. Provide a detailed narrative about the proposed project, including specific information on the methodology to be used and an overview of project activities.
4. What are the major expected accomplishments of the project, and how will successful completion of the project impact people with developmental disabilities?
5. Has this proposal been submitted to any other Area Board for potential funding during this cycle? If yes, please list the additional Area Board:

Please note: This document will be posted to the SCDD/Area Board website (s). Every applicant will submit this form along with the proposed budget pages which will become the grant application. Once completed the applicant will print out the documents and mail the hard copy to the appropriate Area Board.

4100 - State Council on Developmental Disabilities
Grant Budget Detail Sheet
October 1, 2014 - September 30, 2015

Category of Expense	SCDD Grant Funds	Other Funds	Total Project Costs
Salaries and Wages			
1)	\$0	\$0	\$0
2)	\$0	\$0	\$0
3)	\$0	\$0	\$0
4)	\$0	\$0	\$0
Subtotal Salaries and Wages	\$0	\$0	\$0
Fringe Benefits	\$0	\$0	\$0
Consultant / Subcontracted Services			
1)	\$0	\$0	\$0
2)	\$0	\$0	\$0
3)	\$0	\$0	\$0
Subtotal Consultant / Subcontracted Services	\$0	\$0	\$0
Travel	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0
Printing	\$0	\$0	\$0
Space Occupancy / Rent	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Other Costs (Specify)	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
Totals	\$0	\$0	\$0

AGENDA ITEM DETAIL SHEET
Agenda Item 7
PRIORITY FOR CYCLE 37 STATEWIDE GRANT

ISSUE: Focus for the Cycle 37 state-wide grant focus on.

SUMMARY: Determine which State Plan goal or goals the RFP for the Cycle 37 statewide grant should focus on.

BACKGROUND: Historically the Council has issued RFPs that allowed proposals on any of the State Plan Goals. For Cycle 35, at the request of the Employment First Committee, the Council focused the statewide RFP on Employment. The Council did not issue a new RFP for Cycle 36, but funded the Cycle 35 Jay Nolan grant for a second year.

ANALYSIS/DISCUSSION: The PDC may consider priorities established by the Council, priorities established (at the Council's request) through legislation, priorities of AIDD, and items from the 2013 PPR that indicate little progress in achieving State Plan Goals and Objectives.

At the recommendation of the Legislative and Public Policy Committee, the Council established priorities for Council work in 2014, as follows:

- Implementation of AB 1041, the Employment First Policy (Goals 8 and 9)
- Implementation of SB 468, Self-Determination (Goal 3, Objective B)
- Implementation of SB 555, linguistic competency for IPPs (Goal 15)
- Abuse of people with developmental disabilities (Goal 1, Objective C; Goal 4)
- Dissemination of policy information (Goal 14, Objective C)

Statute also gives the Council significant responsibility in promoting the Employment First Policy (Goals 8 and 9) and overseeing the implementation of Self-Determination. (Goal 3, Objective B)

The priorities of the Council's Employment First Committee are:

- Enactment of an Employment First Policy (achieved).
- Strengthen youth transition to integrated competitive employment.
- Participation (in integrated competitive employment) by traditionally underserved communities.

To achieve these priorities the Employment First Committee is focusing on:

- Helping people with developmental disabilities and their families to understand how one can earn money and retain public benefits.

- Enroll employers in hiring people with developmental disabilities.

The AIDD has also given state councils special responsibilities for supporting self-advocacy. Cycle 36 includes the \$160,000 self-advocacy support grant (Goal 1).

Some areas from the PPR (distributed with your January Council packet) indicate little progress in achieving objectives (objectives 7.1 and 9.3 may be of special interest):

- Objective 1.4, promoting cross disability youth leadership (note that this is partially covered through the Council grant to Youth Leadership Forum).
- Objective 1.5, individuals with developmental disabilities will be supported and trained to become effective trainers of other individuals with developmental disabilities who in turn, will assume leadership roles (note this is partially covered in the Cycle 36 self-advocacy support grant).
- Objective 7.1, Early Start, training of families and the professionals who work with them to understand and navigate the service system through trainings and materials.
- Objective 9.3, through trainings, workshops and conferences, individuals with developmental disabilities, their families and others who support them are informed about the benefits and opportunities of employment.
- Objective 10.2, monitor the transition to Medi-Cal (Medicaid) managed care at the county level, advocate and assist individuals in the process so as to ensure effective access to needed services. (Note that this is being done by Area Board 2 for the rural transition).
- Objective 12.3, publicize and advocate against incidents of “not in my back yard” (NIMBY). The Council will collaborate with federal partners, advocates, public interest law firms, and others to ensure that the media and government officials are aware of these incidents

STAFF RECOMMENDATION(S): N/A

ATTACHMENT(S): California State Plan

PREPARED: Mark Polit, January 16, 2014



2012-2016 State Plan

Introduction

State Councils on Developmental Disabilities are funded by the Administration on Developmental Disabilities (ADD) under federal law 42 USC 15021 SEC. 121 to “engage in advocacy, capacity building, and systemic change activities that contribute to a coordinated, consumer- and family-centered, consumer- and family-directed, comprehensive system of community services, individualized supports, and other forms of assistance that enable individuals with developmental disabilities to exercise self-determination, be independent, be productive, and be integrated and included in all facets of community life.”

State Councils on Developmental Disabilities (SCDD) develop 5 year State Plans which identify goals and objectives that fall under one or more federal areas of emphasis: quality assurance, education and early intervention, child care, health, employment, housing, transportation, recreation, and other services available or offered to individuals in a community, including formal and informal community supports that affect their quality of life.

California is the most diverse and populous state in the nation. The state encompasses vast rural and agricultural areas that are sparsely populated as well as densely populated metropolitan areas, including Los Angeles, with over 3 million residents. Culturally and ethnically, there is no majority group in the state but a great variety of cultures, ethnic and racial groups. Over 200 different languages are spoken in California, with large populations of households having limited English proficiency.

Because of the vast size, complexity, and diversity of the State of California, it is critical to engage local communities in the development and implementation of the State Plan. The California SCDD is unique in having a network of 13 regional offices, known as the Area Boards on Developmental Disabilities. The Council, in concert with its area boards, has engaged the

local communities in initiating planning for the 2012-2016 State Plan over the past year. This entailed a community-based public process that enabled the Council to develop local goals and objectives based on the State Plan requirements, essentially building the State Plan from the ground up. These local plans are the basis for the California State Plan which also incorporates statewide system change projects. By developing the State Plan in a locally responsive manner, the SCDD believes that its goals, objectives and priorities will more effectively reflect the cultural, ethnic and language diversity of communities at both a local and state level.

The Local Plans, goals and objectives for each local area board are an appendix to the State Plan and give details as to how statewide goals will be implemented in the local area based on local needs and resources.

2012-16 STATE GOALS

Goal #1

Individuals with developmental disabilities have the information, skills, opportunities and support to advocate for their rights and services and to achieve self determination, independence, productivity, integration and inclusion in all facets of community life.

Areas of Emphasis:

☒Quality ☐Education and Early Intervention
☐Health ☐Employment ☐Housing ☐Formal
and Informal community supports ☐Cross
cutting

Objectives

1a) The Council will promote the stability and expansion of a statewide self-advocacy network through financial and in-kind support, which includes ensuring that local delegates are able to participate effectively in statewide meetings and events.



1b) The Council will strengthen existing self-advocacy groups and promote establishment of new groups at the local level. At least 23 new self-advocacy groups will

be developed in new geographic areas. The number of self-advocates who participate in self-advocacy efforts as a result of this support will increase by 370 statewide annually.



1c) The Council will help to educate self-advocates so they are better able to assert their human, service and civil rights, prevent abuse, neglect, sexual and financial exploitation and be better informed on issues that affect them. At least 2800 self-advocates will be reached annually.

1d) The Council will collaborate with at least 31 local and statewide groups to

promote and support the efforts of cross-disability and youth disability organizations to expand and strengthen their leadership network.

1e) At least 125 individuals with developmental disabilities will be supported and trained to become effective trainers of other individuals with developmental disabilities who in turn, will assume leadership roles.

Goal #2:

Individuals with developmental disabilities and their families become aware of their rights and receive the supports and services they are entitled to by law across the lifespan, including early intervention, transition into school, education, transition to adult life, adult services and supports, and senior services and supports.

Areas of Emphasis:

☒Quality ☒Education and Early Intervention ☒Health ☒Employment ☐Housing ☒Formal and Informal community supports ☐Cross cutting



Objectives

2a) On an annual basis, the Council will provide advocacy regarding education, early intervention, regional center (community) services and other services and supports to at least 1,700 individuals and/or families, at least 300 of who are non-English speaking or limited English proficiency.

2b) Individuals with developmental disabilities, their families and their support

and/or professional staff will increase their knowledge and skills so as to effectively access needed educational and/or community-based services through at least 225 trainings, conferences, workshops, webinars, and/or resource materials developed by the Council on topics such as rights under IDEA, rights under California's Lanterman Act etc. on an annual basis.



2c) The Council will participate in cross-training, outreach, resource fairs and other forms of collaboration with a minimum of 80 local schools, Special Education Local Plan Areas (SELPA), Community Advisory Committee (CAC)s, Family Resource Centers, provider organizations and others in order to improve outcomes for youth and adults with developmental disabilities

2d) The Council will collaborate with federal developmental disability partners and other key stakeholders to protect the rights of residents in Developmental Centers and other large facilities. The Council will be involved in the planning and implementation of any closure process of a Developmental Center.

Goal #3:

Individuals with developmental disabilities and their families express the degree to which they are satisfied with their services and the extent to which they feel their needs are being met.

Areas of Emphasis:

☒Quality ☐Education and Early Intervention ☐Health ☐Employment ☐Housing ☐Formal and Informal community supports ☐Cross cutting

Objectives

3a) The Council will implement the Quality Assurance Program, in accordance with the requirements of the Council's contract with the Department of Developmental Services and participate in analyses of its findings and implications for system improvement. At least 8400 surveys will be completed.

3b) On a statewide and local level, the Council will advocate and promote innovation in service delivery including but not limited to self determination.



Goal #4

Public safety agencies, other first responders and the justice system get information and assistance to be knowledgeable and aware of the needs of individuals with developmental disabilities so they can respond appropriately when individuals with developmental disabilities may have experienced abuse, neglect, sexual or financial exploitation or violation of legal or human rights.

Areas of Emphasis:

☒Quality ☐Education and Early Intervention ☐Health ☐Employment ☐Housing ☒Formal and Informal community supports ☐Cross cutting

Objectives

4a) The Council will maintain or develop collaborative relationships with at least 20 local law enforcement agencies and others to improve the awareness and education of public safety personnel and the justice system on the unique needs and contributions of individuals with developmental disabilities.



Goal #5

Individuals with developmental disabilities and their families get the information to be prepared for emergencies.

Areas of Emphasis:

☒Quality ☐Education and Early Intervention ☐Health ☐Employment ☐Housing ☐Formal and Informal community supports ☐Cross cutting

Objectives

5a) At least 400 individuals and families will be prepared in case of an emergency through the efforts of the Council in collaboration with others.

Goal #6

Young adults with developmental disabilities and their families get the information and support to be prepared for and experience a successful transition to adult life.



5

Areas of Emphasis:

☒Quality ☒Education and Early Intervention ☐Health ☐Employment ☐Housing ☐Formal and Informal community supports ☐Cross cutting

Objectives

6a) At least 450 students with developmental disabilities and their families will receive information, advocacy and support during transition to adult life.

Goal #7

Children birth to 3 who are at risk of or have a developmental delay and their families receive the early intervention services they need to achieve their potential.

Areas of Emphasis:

☒Quality ☒Education and Early Intervention ☐Health ☐Employment ☐Housing ☐Formal and Informal community supports ☐Cross cutting

Objectives

7a) At least 235 parents of young children will learn to navigate the service system and understand their rights through trainings and materials presented by the Council.

7b) Three hundred and fifty families of young children who experience barriers to accessing early intervention services and child welfare workers, medical personnel and others who serve them will receive technical assistance, information and advocacy through the Council in partnership with Family Resource Centers and others.



Goal #8

The State of California will adopt an Employment First policy which reflects inclusive and gainful employment as the preferred outcome for working age individuals with developmental disabilities.

Areas of Emphasis:

☐Quality ☐Education and Early Intervention ☐Health ☒Employment ☐Housing ☐Formal and Informal community supports ☐Cross cutting

Objectives

8a) The State Council's Employment First Committee will continue to identify strategies and monitor progress towards implementation of the employment first policy

Goal #9

Working age adults with developmental disabilities have the necessary information, tools and supports to succeed in inclusive and gainful work opportunities



Areas of Emphasis:

- ☐ Quality ☐ Education and Early Intervention ☐ Health
- ☒ Employment ☐ Housing ☐ Formal and Informal community supports
- ☐ Cross cutting

Objectives

9a) The Council will collaborate locally with 130 collaborators to expand employment and self employment opportunities for

individuals with developmental disabilities. Seventy five people will be employed as a result.

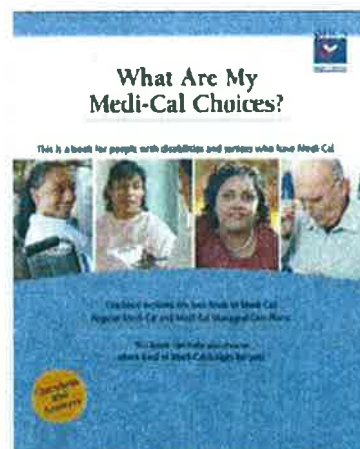
9b) The Council collaborates with colleges, federal partners and others to develop and expand post-secondary educational (PSE) options, work training programs, national service, internships and other opportunities that lead to inclusive and gainful employment. Forty five collaborations will take place at the local and regional level.

9c) Two thousand three hundred individuals with developmental disabilities, their families and others who support them are informed about the benefits and opportunities of employment through trainings, workshops and conferences.

Goal #10

Individuals with developmental disabilities understand their options regarding health services and have access to a full range of coordinated health, dental and mental health services in their community.

Areas of Emphasis:



☐Quality ☐Education and Early Intervention ☒Health ☐Employment ☐Housing ☒Formal and Informal community supports ☐Cross cutting

Objectives

10a) At least 200 self-advocates, family members and advocates will receive information/training on Medi-Cal (Medicaid) managed care and the implementation of the 1115 waiver and other health related initiatives, including the availability of alternative sources for free or low cost health care services.

10b) The Council will monitor the transition to Medi-Cal (Medicaid) managed care at the county level, advocate and assist 25 individuals in the process so as to ensure effective access to needed services.

Goal #11

Individuals with developmental disabilities have access to affordable and accessible housing that provides control, choice and flexibility regarding where and with whom they live.

Areas of Emphasis:

☐Quality ☐Education and Early Intervention ☐Health ☐Employment ☒Housing ☐Formal and Informal community supports ☐Cross cutting

Objectives:

11a) The Council will participate in regional centers' resource development and implementation of their Community Placement Plan to facilitate the movement of residents of developmental centers into community based living arrangements of their choosing

11b) Five hundred twenty individuals with developmental disabilities and their families will receive information on available housing options

Goal #12

Affordable and accessible housing units are developed in local communities to expand housing options for individuals with developmental disabilities.

Areas of Emphasis:

☐Quality ☐Education and Early Intervention
☐Health ☐Employment ☒Housing ☐Formal and Informal community supports ☐Cross cutting

Objectives



12a) The Council will collaborate with at least 10 local non-profit housing corporations to monitor and influence the housing plans of municipalities to reflect the needs of individuals with developmental disabilities.

12b) The Council will identify and advocate for legislative and regulatory changes designed to increase the availability of affordable housing, including the opportunity for home ownership by individuals with developmental disabilities.

12c) The Council will publicize and advocate against incidents of “not in my back yard” (NIMBY). The Council will collaborate with federal partners, advocates, public interest law firms, and others to ensure that the media and government officials are aware of these incidents

Goal #13

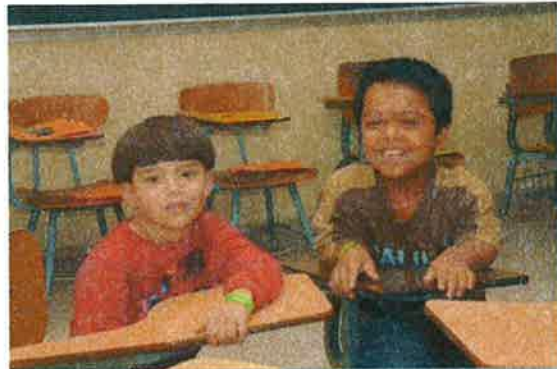
Individuals with developmental disabilities and their families have access to community based services and supports available to the general population (such as recreation, transportation, childcare, etc.) that enable them to live productive and inclusive lives.

Areas of Emphasis:

☐Quality ☐Education and Early Intervention
☐Health ☐Employment ☐Housing ☒Formal and Informal community supports ☐Cross cutting

Objectives

13a) The Council will collaborate with 150 local community agencies and organizations –including child care, recreation, transportation and others - to protect the rights of individuals with developmental disabilities and ensure their inclusion in the community.



Goal #14

Public policy in California promotes the independence, productivity, inclusion and self determination of individuals with developmental disabilities and their families

Areas of Emphasis:

☐Quality ☐Education and Early Intervention ☐Health ☐Employment ☐Housing ☐Formal and Informal community supports ☒Cross cutting



Objectives

14a) The Council will take a position on proposed state and federal legislation and proposed regulations that impact people with developmental disabilities, will communicate those positions to legislators and their staff, and will disseminate this information to all interested parties.

14b) One hundred twenty five Legislators and local officials will be educated and informed on

issues that impact the life of individuals with developmental disabilities on 675 occasions. Legislative staff will be encouraged to utilize the expertise of the Council on issues that impact the community.

14c) The Council will use media, internet, arts and entertainment and social networking to educate the general public about individuals with developmental disabilities. There will be at least 40 media contacts.



Goal #15

Individuals with developmental disabilities and their families have access to information and resources in ways that reflect their language and cultural preferences.

Areas of Emphasis:

☐ Quality ☐ Education and Early Intervention ☐ Health ☐ Employment ☐ Housing ☐ Formal and Informal community supports ☒ Cross cutting

Objectives

15a) Materials developed by the Council will be translated into threshold and plain languages.